



## Wisconsin Department of Transportation

July 19, 2004

**Division of Transportation Infrastructure  
Development**

**Bureau of Aeronautics**

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### **Re: What Is Your Airport's Six-Year Improvement Plan?**

Dear Airport Manager:

One of our main jobs at the Bureau of Aeronautics is to make the most responsible use possible of the state and federal funds available for airports in Wisconsin. One of the most effective ways for us to do this is through good long range planning. To do good planning we need your help. You will play a very important role by telling us what your plans are for your airport for the next six years.

Enclosed is a form to submit your airport's six-year plan, called the Statement of Project Intentions. Also enclosed is a listing of the work that is already in the Bureau improvement program (if any) for your airport. We would particularly like to know about work you plan that is NOT already in the Bureau program. A copy of what we have programmed is attached. The earlier we can start talking to you about your plans, the better a finished product you'll have. Plus, we may actually have the potential to get more dollars for state airports overall if we can better document airport long range needs statewide.

We encourage you to respond even if the following applies: your airport has never done so before; your airport does not anticipate significant development or you aren't sure whether you'll be requesting funding from the Bureau. The procedure to submit your Project Intentions is outlined below:

1. Review the attached (program years) Five-Year Airport Improvement Program.
2. Complete the Statement of Project Intentions for the (intention years) Six-Year Airport Improvement Program. Indicate all proposed airport improvements for (intention years) (and beyond, if available) on this form. Each improvement should be listed separately with pertinent information such as: size, location, estimated cost (if known) and anticipated or known petition date.
3. Adopt the Statement of Project Intentions by Resolution.
4. Return the completed statement of Project Intentions and Resolution to the Bureau of Aeronautics by July 1, (deadline year) (the July 1 deadline is a statutory requirement).

The Submission of the Statement of Project Intentions does not commit the sponsor to an airport improvement project. In order to officially request a project, the Airport Owner must pass a Petition for State or Federal Funds. We recommend Airport Owners petition for federal and/or state aid at least three years prior to planned construction due to the lead-time necessary for programming and coordinating with Federal Funding. Please contact us to receive a Petition Package for your Airport.

If you are no longer involved with the airport, please call and let us know so we can keep our information up to date.

If you have any questions on the Statement of Project Intentions, the Five-Year Improvement Program or the petition process and associated materials, please call Mary Strait, Airport Program Engineer, at (608) 266-7187.

Thank you for your participation,

David M. Greene  
Director

DMG:w:\program\programming\intentions\sixyearletter  
Enclosures

CC: Airport Commission Chairs

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# RESOLUTION

**RESOLVED**, by the \_\_\_\_\_ that  
the attached list of proposed improvements are in the best interest of the \_\_\_\_\_  
\_\_\_\_\_ Airport; and

**WHEREAS**, Wisconsin Statutes require a Statement of Project Intentions from airport owners  
contemplating federal and/or state aid within the next six years; and

**WHEREAS**, this Six Year Statement of project Intentions is used by the Department of  
Transportation, Bureau of Aeronautics for planning and budgeting purposes and is not a petition  
for federal and/or state aid; and

**NOW, THEREFORE BE IT RESOLVED** that this governing body contemplates requesting  
federal and/or state aid for the projects listed on the attached schedule of airport improvements.

Resolution introduced by

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

# CERTIFICATION

I, \_\_\_\_\_, Clerk  
of \_\_\_\_\_, Wisconsin, do hereby certify that the  
foregoing is a correct copy of a Resolution introduced at a \_\_\_\_\_ on  
\_\_\_\_\_, 2004, adopted by a majority vote, and recorded  
in the minutes of said meeting.

\_\_\_\_\_  
Clerk

# STATEMENT OF PROJECT INTENTIONS FOR \_\_\_\_\_ AIRPORT

<b>Fiscal Year</b>	<b>Description of Improvement</b>	<b>Size of Improvement</b>	<b>Estimated* Cost</b>	<b>Anticipated Petition Date</b>
(year)				
(year)				
(year)				
(year)				
(year)				
(year)				

## DESCRIBE PROPOSED IMPROVEMENTS AS FOLLOWS:

Construct paved runway or extension, construct or expand paved apron, develop hangar area, construct terminal building, acquire land or easements, erect airport beacon or tetrahedron, remove obstructions, develop auto parking, light runways, prepare master plan. List the size of the improvement in acres, square yards, length, width, or as appropriate. \* If estimated cost is unknown, the Bureau of Aeronautics will estimate.